

Use of EBISD CAFETERIA and/or KITCHEN

Routing Procedure: Supply completed form to Shila Harrigan, Cafeteria Mgr. Upon approval by Cafeteria Mgr., the form will be sent to Doug Grigar. When all approvals are complete, it will be returned to person requesting use.

Any group using the facilities for a fund raiser or any group not directly affiliated with the school, must provide a \$25.00 deposit -refundable upon meeting the requirements outlined below.

CAFETERIA

1. Any tables that are moved are to be put back in their original position BEFORE LEAVING. There is a diagram posted in the cafeteria.
2. All tables need to be wiped, floor swept and mopped and all trash taken to the dumpster outside or hauled off.
3. All lights need to be shut off and the doors locked.
4. Thermostats are NOT to be tampered with.

By signing, you agree to the above conditions:

Signature: _____ Date to be used: _____

KITCHEN

1. A cafeteria employee must be PRESENT AND PAID (\$15.00 per hour) to supervise the use of the equipment when the kitchen is used.
2. All dishes, equipment and counters will be cleaned, and the floor will be swept and mopped.
3. Trash will be taken to the dumpster outside or hauled off.
4. Lights need to be turned off and door locked.

By signing, you agree to the above conditions:

Signature: _____ Date to be used: _____

Cafeteria Manager Approval:

Shila Harrigan, Manager

Date

Administration Approval:

Doug Grigar,
Asst. Super.

Date

